

**City of Winslow
Position Description**

Position Title: Administrative Assistant
Department: Administration
Reports to: City Manager
Salary Grade: 35
FLSA Status: Non-Exempt

GENERAL PURPOSE:

An employee of this class is responsible for the preparation of documents and correspondence requiring a high degree of thoroughness and accuracy. Performs various complex clerical tasks requiring knowledge of word processing, database management and spreadsheet software. Per Section 3.20.010 of the Winslow Municipal Code, this position is a tentative "At-Will" appointment and subject to a probationary period of six (6) months from the date of hire. Upon successful completion of a probationary period, a non-management employee shall be granted regular status in the classification in which the probationary period is served.

SUPERVISORY RESPONSIBILITIES:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties.

- Interacts with visitors and the public by phone or in person; provides information, receives and processes requests and complaints and routes individuals to proper department or individuals as appropriate.
- Provides staff support and administrative assistance to boards, committees or commissions; attends and records meetings and types minutes; prepares reports, agendas, correspondence and other materials as appropriate and according to decisions and approved actions.
- Acts as the City Clerk and coordinates work distribution including attending City Council and other meetings during the Clerk's absence and as needed during peak periods.
- Back-up to Community Services Coordinator for City Cemetery records, sales, deeds and database.
- Reviews and destroys files in accordance with the State Records Retention Schedule.
- Serves as liaison with the website administrator for maintenance, updates and page creation on the City website for assigned departments.
- Processes Peddler Permit applications.
- Identifies administrative needs and develops appropriate solutions or recommendations.
- Prepares and submits payroll for the department.
- Stamps, sorts and distributes incoming mail and prepares outgoing mail.
- Maintains inventories and orders office supplies and materials.
- Performs other related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Minimum Education and Experience**
 - i) High School diploma or GED; and
 - ii) Three (3) years of increasingly responsible related administrative experience; or

- iii) Any combination of post-secondary training, education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties associated with the position.
- **Desired Knowledge, skills and abilities:**
 - i) Knowledge of the principles and practices of public administration and Open Meeting Law.
 - ii) Considerable knowledge of modern office management principles, practices and equipment.
 - iii) Ability to prepare correspondence and communicate effectively, both orally and in writing.
 - iv) Ability to establish and maintain effective working relationship with City officials, other employees and the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is required to see, sit, talk and hear.
- The employee is required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee works primarily in an office setting.
- The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised: March 2012, April 2015, August 2016